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STAFFING SYSTEM

CONDITIONS INDEX

(POLAND Project)

Memo Control Number	Condition
H428-001C thru 009C	(Language Conditions for Org 'active' file)
001C	Add an Organization Language Record
002C	Change an Organization Language Record
003C	Delete an Organization Language Record
004C	Correction of erroneous 'Org Language' action
005C	
006C	
007C	
008C	
009C	

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STAFFING SYSTEM

CONDITIONS INDEX

(POLAND Project)

Memo Control Number	Condition
H428-010C thru 019C	(Language Conditions for Position 'active' file)
010C	Add a Position Language Record
011C	Change a Position Language Record
012C	Delete a Position Language Record
013C	Correction of erroneous 'Position Language' action
014C	
015C	
016C	
017C	
018C	
019C	

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Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
H428-001C	Condition: Add a language record (Organization "active" file) DESCRIPTION: Add a language record to an organization on the organization "active" file. RECID: L TYPE ACTION: A REF MENU H428001M PROJECTS AFFECTED: STAFFING REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES- H428002E Organization Code Requirement ID Number Language Code Language Type Number Required } Mutually exclusive And/Or Reading Proficiency Speaking Proficiency Understanding Proficiency EDIT ERROR YES- H428001E OPTIONAL DATA ITEMS: EDIT ERROR YES-

MSG/ NO.

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CONDITIONAL CONTROL MEMO SHEET

[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
H428-001C	Condition: Add a Org language record	
	PROCESSING LOGIC:	
	A. Validate that "Organization Code" (record) exists on the Organization "active" file and "Suspense Date" is not set.	H428003E
	B. Validate that "Requirement ID Number" is not duplicated within the same organization.	H428004E
	C. Validate "Language Code" on standard MCS "language code" dictionary and retrieve associated "Organization Language Text."	H428001E
	D. "Number Required" and "And/Or" are mutually exclusive; one must appear, but both may not be present.	H428005E
	E. Validate each Language Proficiency (Reading, Speaking, and Understanding) on the standard MCS Language Proficiency Dictionary (Note: Up to 2 Proficiencies may be null - coded as "-" dash).	H428001E
	F. Validate "Language Type" on MCS Dictionary	H428001E
	G. If Good Update: 1. Move "N" to Language Required Flag on organization record. 2. Add the language record to associated organization on organization "active" file.	
	H. Record all actions taken on update "trace" report, including retrieved "language text" and "organization title."	
	I. Flowchart. Reference attached flowchart for processing guide only. All actions are not included.	

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IBM DIAGRAMMING AND CHARTING WORKSHEET H428001C

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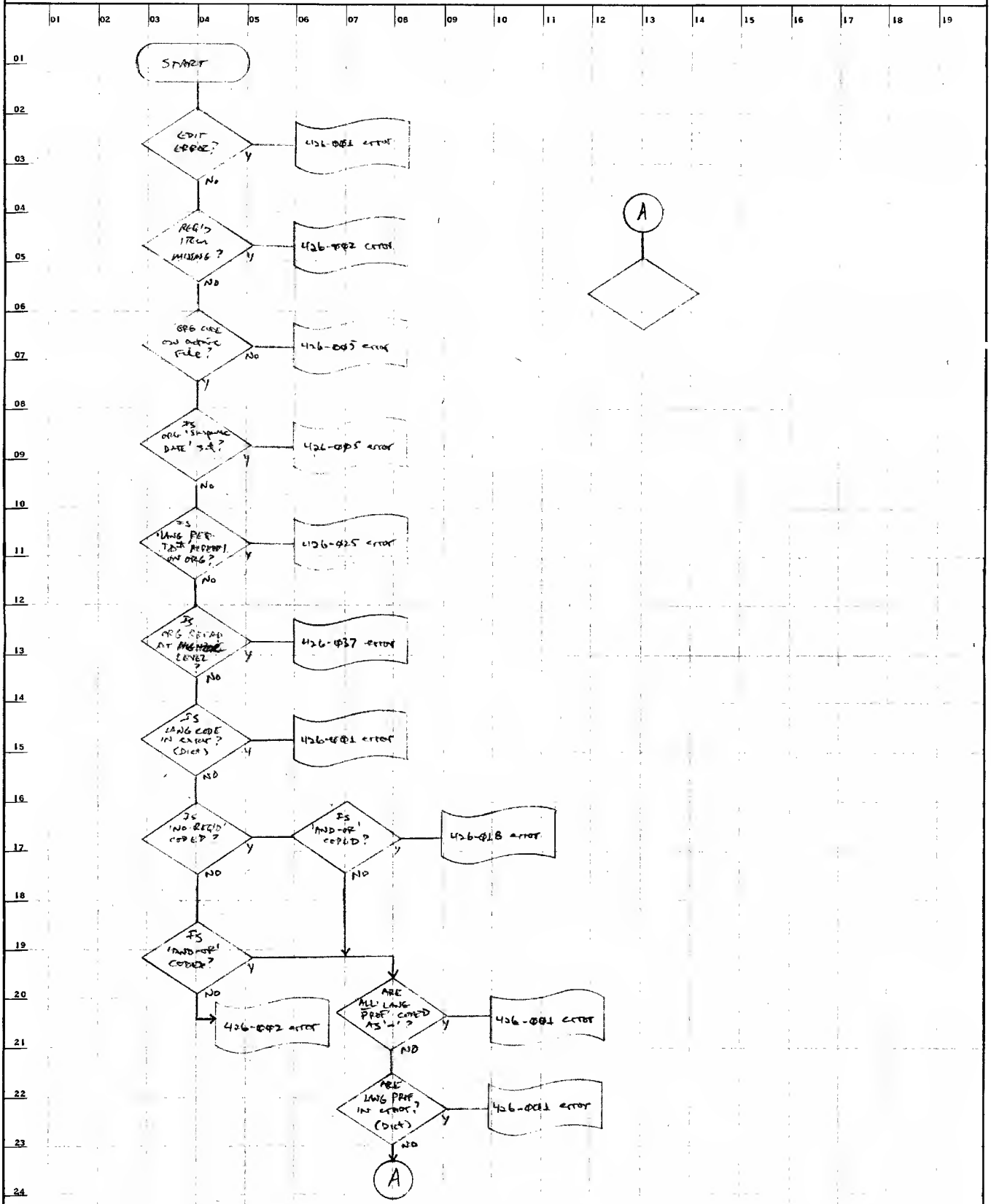
Procedure CREATION H428001C 'ADD A LANGUAGE RECORD TO AN ORG' Drawn By NCLS.



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IBM **Flowcharting Worksheet**

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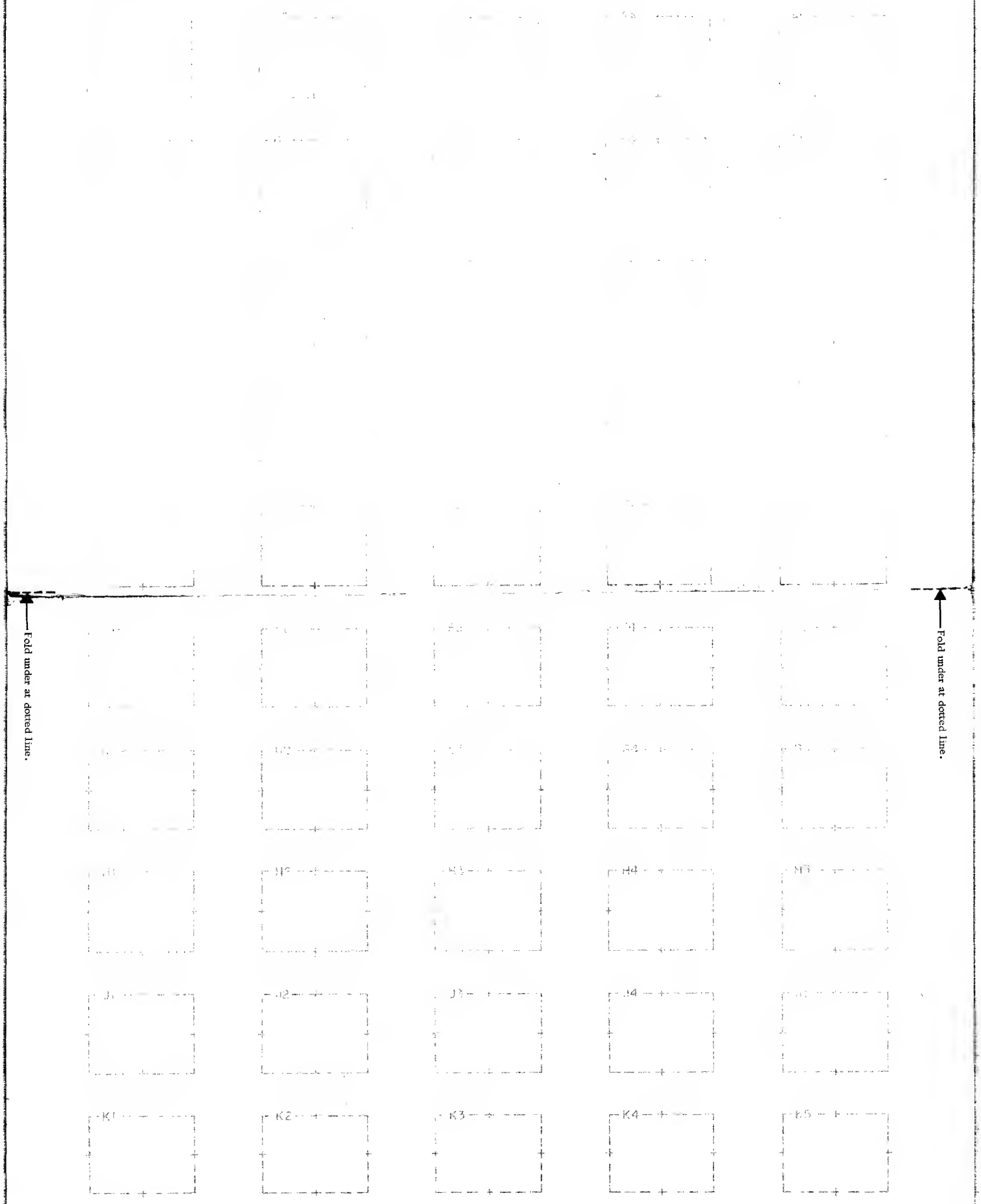
Programmer: _____ Program No.: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____



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Human Resources Systems

CONDITIONAL CONTROL MEMO SHEET

[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG/ NO.
H428002C	Condition: Change a language record (Organization "active" file)	
	DESCRIPTION: Change a language record associated with an organization record on the organization "active" file. NOTE: To change the "sequence" of a language, requires a "Delete" and an "Add" of the complete language record.	
	RECID: L TYPE ACTION: C REF MENU H428002M	
	PROJECTS AFFECTED: STAFFING	
	REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES-	H428002E
	Organization Code Requirement Id Number	
	EDIT ERROR YES-	H428001E
	OPTIONAL DATA ITEMS: EDIT ERROR YES-	H428001E
	Language Code Language Type	
	Number Required / And/or } mutually exclusive	
	Reading Proficiency Speaking Proficiency Understanding Proficiency	

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Human Resources Systems

CONDITIONAL CONTROL MEMO SHEET

[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
H428002C	Condition: Change a Org language record	
	PROCESSING LOGIC:	
	A. Validate that Organization Code (record) exists on the Organization "active" file and "Suspense Date" is not set.	H428003E
	B. Validate that "Requirement ID Number" exists or associated organization record.	H428006E
	C. Validate "Language Code" on standard MCS "Language Code" dictionary and retrieve associated "Organization language text"	H428001E
	D. "Number Required" and "And/or" are mutually exclusive; one must appear, but both may not be present.	H428005E
	E. Validate each Language Proficiency (Reading, Speaking, and Understanding on the standard MCS Language Proficiency Dictionary (Note: only 2 language Proficiencies may be null - coded as "-" dash.	H428001E
	F. Validate "Language Type" on MCS dictionary.	H428001E
	G. If good update, make required changes on the language record.	
	H. Record all actions taken on update "trace" report, including retrieved "language text" and "organization title".	

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Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
H428-003C	Condition: Delete a Language Record (Organization 'active' file) DESCRIPTION: Delete a language record associated with an organization on the Organization 'active' file RECID: L TYPE ACTION: D REF MENU H428-003M PROJECTS AFFECTED: STAFFING REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES- H428-002E Organization Code Requirement ID Number EDIT ERROR YES- H428-001E OPTIONAL DATA ITEMS: EDIT ERROR YES- None

MSG. NO.

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Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
H428-003C	Condition: Delete an Org Language Record PROCESSING LOGIC: A. Validate that Organization Code (record) exists on Organization 'active' file and 'Suspense Date' is not set. B. Validate that 'Requirement ID Number' exists on the associated organization record. C. Delete (purge) the language record from the organization record. D. Record the complete deleted language record and associated organization record on update "trace" report. E. NOTE: Deleted Language records are <u>not</u> written to a 'history' file.	H428-003E H428-006E

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CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
H428-004C	Condition: Correction of erroneous 'Organization language' action. (Org 'active' file) DESCRIPTION: Procedures to correct an addition, change, or delete of an organization language action that was in error. A. Added Language Record Requires a 'delete' action (see condition H428-003C) or a 'change' action (See condition H428-002C) to correct erroneous data. B. Changed Language Record Requires a 'change' action (See condition H428-002C) C. Deleted Language Record Requires an 'add' action (see condition H428-003C).	

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